

REC Connect

connecting youth, families and community since 1986!



Parks and Recreation

2015/2016 parent handbook before/after school and summer camps



jamescitycountyva.gov/RECCConnect

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parent orientations...please attend!

Summer Camps 2015

Thursday, June 4, 6:30 p.m.

Before/After School 2015-16

Thursday, Sept. 3, 6:30 p.m.

Both to be held at the James City County Recreation Center, 5301 Longhill Rd.

site and payment locations phone numbers (757)

Elementary School Program

Clara Byrd Baker	221-0782
	592-3460
D.J. Montague	592-3464
James River	592-3462
J. Blaine Blayton	592-3468
Matoaka	592-3643
Matthew Whaley	220-1289
	592-3463
Norge	592-3465
Rawls Byrd	259-3667
	592-3461
Stonehouse	592-3466

Middle School Program

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Payment Locations

Abram Frink Jr. Community Center (formerly James River)	887-5810
Freedom Park	259-4022
James City County Recreation Center	259-4203
Satellite Services	564-2160

Need Help?

Administrative Office	259-5351
Discount Program/Financial Information	259-5414
REC Connect Information/Inclement Weather Hotline	259-3170

location key

Berkeley Middle School, 1118 Ironbound Rd.
Clara Byrd Baker Elementary School, 3131 Ironbound Rd.
Chickahominy Riverfront Park, 1350 John Tyler Hwy.
D.J. Montague Elementary School, 5380 Centerville Rd.
Freedom Park Interpretive Center, 5537 Centerville Rd.
J. Blaine Blayton Elementary School, 800 Jolly Pond Rd.
James City County Library (JCCL), 7770 Croaker Rd.
James City County Recreation Center, 5301 Longhill Rd.
James River Elementary/Abram Frink Jr. Community Center,
8901 Pocahontas Trl.
Lois S. Hornsby Middle School, 850 Jolly Pond Rd.
Matoaka Elementary School, 4001 Brick Bat Rd.
Matthew Whaley Elementary School, 301 Scotland St.
Mid County Park, 3793 Ironbound Rd.
Norge Elementary School, 7311 Richmond Rd.
Rawls Byrd Elementary School, 112 Laurel Ln.
Satellite Services Office, 3127 Forge Rd., Toano
Stonehouse Elementary School, 3651 Rochambeau Rd.
Toano Middle School, 7817 Richmond Rd.
Upper County Park, 180 Leisure Rd., Toano
Williamsburg Library (WL), 515 Scotland St.

abbreviation key

JCCRC – James City County Recreation Center
JC/W residents – James City County/Williamsburg residents

program philosophy and goals

dear parent/guardian:

Thank you for choosing James City County's REC Connect School Age Programs. For nearly 30 years, JCC has provided safe and enjoyable Before and After School and Summer Camp experiences, and this year promises to be no exception. Both youth and teen programs will feature educational opportunities, community partnerships, exciting field trips and a variety of fun recreational activities.

This parent handbook will familiarize you with payment options, operating hours, schedules, activities and policies and procedures. We encourage you to take time to review the parent handbook and become familiar with the information provided.

If you have any questions or suggestions, please call us at 259-5351. We look forward to your participation in our fun and exciting youth and teen REC Connect Programs.

Sincerely,
Phyllis Hurr, Recreation Program Coordinator
Greg Tarbox, Recreation Program Coordinator

purpose and philosophy

JCC Parks and Recreation works in partnership with our families and community to provide safe and responsive programs that meet the diverse needs of our children in a fun and caring environment.

core values and objectives

Personal and Character Development

- To promote an appreciation of self, family, school, community, country and the world.
- To enhance the development and improvement of personal and character skills such as safety, good health, respect, responsibility, caring, fairness, trustworthiness and citizenship.

weather/emergency updates

School/program closings or delays will be announced on radio station WTAR (AM/790) and on television stations WTKR (3), WAVY (10), WVEC (13) and the local school channel (47). You can also call the School Closing Hotline at 757-603-6483 or the REC Connect Information/Inclement Weather Hotline at 259-3170.

Social Development

- To facilitate the development and improvement of social skills such as acceptance of others, cooperation and conflict resolution.

FUN!

- To increase exposure to and knowledge of a variety of recreational and leisure activities.

program features

Each child will have the daily opportunity for:

- **Creative Time:** supervised arts and crafts, drama or music activities to promote imagination and originality
- **Play Time:** active games, sports and fun fitness that help each child build knowledge, confidence and fitness levels
- **Project Time:** task-oriented activities to stimulate creativity and challenge skills
- **Nutritional Time:** healthy snacks, lunch and nutritional education to foster healthy choices and lifestyles

about our staff

Our primary concern is the safety and well being of each child in the program. Staff are selected based on their educational background, experience and commitment to working with children. In addition, staff are required to have completed criminal history checks, Child Protective Services (CPS) registry checks, a drug screening, a TB test, Occupational Safety and Health Administration (OSHA) training and training in policy and procedures, safety, child development, behavior management and programming. All sites are also required to have at least one staff member trained in CPR, First Aid and Medicine Administration Training (MAT).

At least two staff members must be present at all times during hours of operation. Our counselor to child ratio will not exceed 1:18 – our goal, however, is not to exceed 1:15.

discount program

All JCC and Williamsburg residents may apply for a discount on Parks and Recreation program activities. Residents wishing to apply for the discount will be required to complete a Parks and Recreation discount application form and provide proof of income annually. Discounts of 20, 50 or 75 percent are available based on household total gross income. For more information, call 259-5414 or 259-4091.

program description and operating hours

summer camps general information (grades K-8)

Must have completed kindergarten. Parents of 10-year old rising 5th graders (current 4th graders) have the choice of selecting either an Elementary or Middle School Summer Camp site. Parents of rising 6th graders (current 5th graders) must select Middle School Summer Camp (unless child is attending summer school).

Sites

- Ages 5-9 – J. Blaine Blayton, Matoaka, Matthew Whaley, Norge, Rawls Byrd
- Ages 10-14 – Lois S. Hornsby

Dates

- June 15-Aug. 28, 2015
(no program July 3)

Hours

- 10 consecutive weeks –
7 a.m. - 6 p.m.

No regular
REC Connect program
Aug. 31-Sept. 4
due to annual school
maintenance, equipment
inventory and staff
hiring and
training.

before and after school general information

Sites

- Before and After School for grades K-5 – Clara Byrd Baker, D.J. Montague, J. Blaine Blayton, James River, Matoaka, Matthew Whaley, Norge, Rawls Byrd, Stonehouse
- After School for grades 6-8 – James City County Recreation Center, Room D (Berkeley, Lois S. Hornsby and Toano students will be transported to the JCCRC)
- Site operation is dependent on daily attendance and maintaining minimum enrollment numbers.

Dates

- Sept. 8, 2015 to end of the school year

Hours

- Before School – 7 a.m. - school start time
After School – school dismissal - 6 p.m.
- Half Days – school dismissal - 6 p.m.
Full Days (teacher workdays) – 7 a.m. - 6 p.m.

Program Consolidation (Full Days only)

To ensure adequate site staffing, full day programs will combine on each full day (teacher workday) as listed below:

- Clara Byrd Baker combines with Matthew Whaley at Matthew Whaley
- D.J. Montague and Matoaka combine with J. Blaine Blayton at J. Blaine Blayton
- Rawls Byrd combines with James River at James River
- Stonehouse combines with Norge at Norge
- Berkeley, Lois S. Hornsby and Toano combine at James City County Recreation Center

Lunch is
needed for
all full day
programs.

partnership program features

Environmental Education, provided by the Chesapeake Bay Restoration Fund, includes fun, hands-on, outdoor educational experiences. Children will learn the importance of the world around them and of the conservation and preservation of the bay and its natural resources and watershed.

Williamsburg-James City County School Health Initiatives incorporates daily messages of healthy eating, active play and positive leisure choices through fun and interactive activities. Through components of the FAB Five Physical Education Curriculum, children learn interpersonal skills as well as healthy nutritional and fitness habits.

Williamsburg Regional Library programs include a one-month Books for Breakfast program during the school year, a six-week summer reading program and weekly visits from the mobile library service vans during summer camp programs.

special programs offered (grades K-8)

Elementary School

- Summer Adventures Wrap Up Program 2015 – 4 days
(8/31-9/3)
- Winter Break Program 2015 – 7 days (12/21, 12/22, 12/23, 12/28, 12/29, 12/30 and 12/31)
- Spring Break Program 2016 – 5 days (4/4-4/8)

Middle School

- Summer Adventures Wrap Up Program 2015 – 4 days
(8/31-9/3)
- Winter Break Program 2015 – 7 days (12/21, 12/22, 12/23, 12/28, 12/29, 12/30 and 12/31)
- Spring Break Program 2016 – 5 days (4/4-4/8)

Summer Adventures Wrap Up registration will be available beginning June 1. Deadline is Friday, Aug. 28 by 10 a.m. Winter Break registration will be available in mid September, details in the Fall/Winter Destination Recreation Activity Brochure. Deadline is Friday, Dec. 18 by 10 a.m. Spring Break registration will be available in late February, details in the Spring/Summer Destination Recreation Activity Brochure. Deadline is Friday, April 1 by 10 a.m.

A separate
program registration
form is required for
attendance to all break
programs. Punch cards are
not valid for use during
Summer Adventures Wrap
Up, Winter or Spring
Break programs.

registration and payment information

requirements for registration

James City County Parks and Recreation's **REC Connect Before and After School** and **Summer Camp** programs require that each child be up to date on immunizations and physicals. Registrants not enrolled in the current Before and After School program or the past Summer Camp 2014 are required to provide a copy of his/her child's birth certificate or 2014-15 Virginia school report card, and his/her child's most recent physical and immunization records (must be on *Commonwealth of Virginia School Entrance Health Form: MCH213G*).

Applications are accepted year round for available REC Connect Programs. Application packets are available at the James City County Recreation and the Abram Frink Jr. Community Centers, Freedom Park, Satellite Services in Toano and online at jamescitycountyva.gov/recreation. Applications are accepted on a first-come, first-served basis according to postmark date and space availability. All applications and forms must be mailed to:

**James City County Parks and Recreation
REC Connect Program
5300 Palmer Lane, Suite 1A
Williamsburg, VA 23188**

OR
dropped off at any of the payment sites, listed in the above paragraph, during regular business hours.

fees

Summer Camps

Weekly Fees

- Part-time (three days or less) – \$90/week; \$85/week for JC/Williamsburg residents
- Full-time (four or five days) – \$110/week; \$105 for JC/Williamsburg residents
\$10 discount available for second and subsequent children in same family attending full time.
- Late Payment Voucher Card – \$135; \$130 for JC/Williamsburg residents (valid for late payment week only). After 10 a.m. on Fridays, a late payment voucher card must be purchased to attend the following week.

Field Trip Fees

- Included in weekly fee.

Elementary School Before and After School

Priority 2015-16 Registration Deadline: Aug. 7. Applications accepted after deadline on a space available basis.

Weekly Flat Fees

- Before School* – \$40; \$35 for JC/Williamsburg residents
**Weekly Before School rate does not include half or full days.*
- After School – \$50; \$45 for JC/Williamsburg residents
- Before and After School – \$65; \$60 for JC/W residents

- 10-Visit Punch Card – \$125; \$120 for JC/Williamsburg residents (**non-refundable if lost or stolen**). Punch cards not valid for use during Winter or Spring Break programs.

Middle School After School

Weekly Flat Fee

- After School – \$50; \$45 for JC/Williamsburg residents
- 10-Visit Punch Card – \$110; \$105 for JC/Williamsburg residents (**non-refundable if lost or stolen**). Punch cards not valid for use during Summer Adventures Wrap Up, Winter or Spring Break programs.

payment procedures

Payment Options and Deadlines

- Cash, money order, check or credit card accepted. Checks should be made payable to **Treasurer of James City County**.
- Payments are due on Tuesday by 9 p.m. for the following week (or Tuesday before 11:59 p.m. for online payments). A non-refundable processing fee of \$25 will be charged on all late payments made after the Tuesday deadline through Friday, 10 a.m. After 10 a.m. on Fridays, a 10-visit punch card must be purchased to attend the following week of Before and After School. A late payment voucher card (valid for late payment week only) must be purchased to attend the following week of summer camp.
- **Note:** Service is subject to suspension for non-payment of services. All payments and late charges and a re-enrollment fee of \$25 must be made before services can resume.

Payment Methods

- 1 Online** (jamescitycountyva.gov/recreation)
To make an online payment, have your household number, password, weekly camp numbers, and a MasterCard, Visa or American Express credit card. See page 5 for instructions.
- 2 Phone-in**
Payments (using a credit card only) should be phoned in on weekdays to the Abram Frink Jr. Community Center at 887-5810 between 4-8 p.m. or to the James City County Recreation Center at 259-4203 between 8 a.m.- 8 p.m. On weekends please call the JCCRC at 259-4203 between 1-5 p.m.
- 3 Walk-in**
Payments can be made at James City County Recreation Center, Abram Frink Jr. Community Center, Freedom Park and Satellite Services in Toano.
- 4 Mail-in**
Payments can also be mailed to:

**James City County Parks and Recreation
REC Connect Program
5301 Longhill Road
Williamsburg, VA 23188**

weekly registration numbers | for online users |

Users can register for Summer Camp and/or Before and After School programs online at jamestowncitycountyva.gov/recreation.

- Click on “REC Connect” on the left side
- Click on the “REC Connect Registration” button
- Click on the “Online Payments” button

To make a payment online, the following is needed:

1. A **user ID** (same as household ID number – can be obtained by calling 259-4203)
2. A **password** (last name of the primary guardian listed on the household – enter it into the system in ALL CAPS)
3. A **credit card** (Mastercard, Visa and American Express accepted)

Follow the online instructions for enrolling in programs. Find the appropriate registration number below for the site/program needed. Locate the letters that correspond to the week needed. (Letters/calendars are located on pages 16-17 for Summer Camp and pages 18-19 for Before and After School). Use the following format to register: 11111-A

summer camp 2015

		Full-Time	Part-Time
Elementary Schools Sites	J. Blaine Blayton	740090	741090
	Matoaka	740040	741040
	Matthew Whaley	740050	741050
	Norge	740060	741060
	Rawls Byrd	740070	741070
Middle School Site	Lois S. Hornsby	642110	643110

2015-2016 before and after school

		Before	After	Before and After School
Elementary School Sites	Clara Byrd Baker	730010	731010	732010
	D.J. Montague	730020	731020	732020
	James River	730030	731030	732030
	J. Blaine Blayton	730090	731090	732090
	Matoaka	730040	731040	732040
	Matthew Whaley	730050	731050	732050
	Norge	730060	731060	732060
	Rawls Byrd	730070	731070	732070
	Stonehouse	730080	731080	732080
Middle School Sites	Berkeley		634110	
	Lois S. Hornsby		634140	
	Toano		634130	

discount program and program attendance policies

discount program

All JCC and Williamsburg residents may apply for a discount on Parks and Recreation program activities. Residents wishing to apply for a discount will be required to complete a Parks and Recreation discount application form and provide proof of income annually. Discounts of 20, 50 or 75 percent are available based on household total gross income. For more information, call 259-5414 or 259-4091.

printing childcare tax statements

Childcare statements can be printed online at jamescitycountyva.gov/recreation.

- 1) Click the "Registration" tab on left panel
- 2) Scroll down and click "register online"
- 3) Enter your user name (household ID) and password (last name of primary guardian on household – please type in ALL CAPS)
- 4) Click "Sign In"
- 5) Click "Print Childcare Tax Statement" in 1st box
- 6) Select appropriate year
- 7) Click "Submit"

For more information, or if you have questions about this process, please call 259-5414.

entrance to site locations/school security

For the safety of all site participants and to comply with the security measures of the schools, all REC Connect site entrance doors will have an installed keypad and/or swipe card. At the beginning of each program period, registered users will be given a keypad code and/or swipe card that will allow them access to designated program entrance doors. It is the responsibility of the parents/legal guardians to keep this code/card confidential to maintain the security of the system. Misuse of keypad/card may lead to suspension from program.

sign in and out policy

Due to our state licensing standards, parents/authorized persons **MUST** sign their child in and out each morning and afternoon (with the time in or time out as well). This ensures the safety of the child, consistent communication between staff and parent and accurate record keeping/payment data.

- Children will only be allowed to leave the program with someone other than the parent/legal guardian if advanced, written notification from the parent/legal guardian is provided.
- All adults should be prepared to show pictured identification. A child will be released only to the persons

who are listed on the authorized pick up section of the registration form. In emergency situations only, changes in authorization may be taken over the phone.

James City County Parks and Recreation is not liable for any child not signed in by an authorized adult. In this situation, parents will be called to pick up their child. If the problem persists, services will be suspended.

child acceptance/coupon punch card policy

Any child whose parent/legal guardian has not prepaid for the current week or does not present a punch card at the time of arrival (Before School) or at the time of pick up (After School) **WILL NOT BE PERMITTED** to attend the program.

before school, full days, and summer camps

If a child's name does not appear on the weekly payment roster:

- Parents/legal guardians will be asked for a receipt or punch card (bsp/asp only) or late payment voucher card for summer camp.

after school

If the child's name does not appear on the weekly payment roster or a parent has not contacted the site supervisor to communicate the use of the punch card and attendance of his/her child for that day:

- The child will not be accepted and will be taken to the school office
- Parents/legal guardians will be contacted by Parks and Recreation staff

coupon punch card users

For a child to attend by coupon punch card, parents must ensure the following:

- Before School: Parents must have the punch card each morning at time of drop-off.
- After School: Parents must call the site supervisor to communicate their child's attendance and must present the coupon punch card at time of pick-up.

Please remember that punch cards are non-refundable if lost or stolen. Punch cards are not valid for use during Summer Adventures Wrap Up, Winter or Spring Break programs.

program pick-up and cancellation policies

consequence for non-communication of coupon punch card use

- Be advised that your child will not be accepted into the program without a parent's notification of your child's days of attendance to site staff. If communication is not made before the day of attendance, the following consequences will occur:
 - 1st Time:** verbal warning from site supervisor/staff
 - 2nd Time:** a written warning from site supervisor/staff
 - 3rd Time:** a written warning and no services provided for that day
- Each additional instance after the 3rd time will result in no services for that day and may result in suspension or termination of services.

participant's release to the after school program

Before the school can release a child to an After School Program, the parent/legal guardian must follow the school's policy for releasing children. Parents must send a signed note to their child's homeroom teacher authorizing release to the after school program by the first day of attendance to ensure their child will not be placed on the bus at the end of the school day. If attendance days change, parents are responsible for notifying school and after school program staff.

pick-up policy and procedures

All Before/After School and REC Connect Summer Camps programs close at 6 p.m. Each child must be picked-up at or before that time. Refer to the following for site pick-up procedures for Inclement Weather/Undue Circumstances:

- **Inclement Weather/Undue Circumstances** – immediate pick up of program participant
- **School in Session** – if school is delayed, dismissed early or closed for the day, no program will be offered. Parents are responsible for coordinating pick-up arrangements with school staff. When school related after school activities are cancelled, REC Connect may still operate on normal schedule. In case of adjusted hours of operation, parents would be notified by phone.
- **School Not in Session** (Summer Camp, Winter Break or Spring Break) – pick-up child within one hour of notification by staff.

late pick-up policy and procedures

If a child is picked up after 6 p.m., the parent/legal guardian will be asked to sign and date the late pick up form. Each form will include the Child's Name, Time of Arrival, Date and Parent Signature. A LATE FEE of \$5 for the first 5 minutes and \$2 for each additional minute after 6:05 p.m. will be assessed after the first instance of late pick up. This payment

must be made with a parent's next payment. No money will be accepted at the site. Suspension or termination from the program may result, if a parent consistently arrives after 6 p.m. Consequences for late pick-up are as follows:

- **1st Time:** verbal warning
- **2nd Time:** written warning from site supervisor/staff*
- **3rd Time:** written warning and conference with site supervisor*
- **4th Time:** written warning and three-day suspension from the program*
- **5th Time:** one-week suspension from the program and optional conference with site supervisor and program coordinator or a signed written waiver of agreement*
- **6th Time:** termination from the program*

**Late pick-up fee charged*

Readmission to the program may be reviewed after 30 days. All payments and late charges and a re-enrollment fee of \$25 must be made before services can resume.

stranded child policy

Parents/legal guardians are encouraged to arrange a 'back up' person to pick-up their child in case of circumstances when they cannot make it by 6 p.m. Children not picked up on time will be considered 'stranded' and a late fee will be charged. If a parent/guardian or emergency contact cannot be reached and the site location has not heard from the parent/guardian by 6:30 p.m., staff will request the services of Child Protective Services and/or the James City County or Williamsburg Police departments.

inclement weather/undue circumstances policy

(includes but is not limited to snow, hurricane, tornado, power outage)

- If School Is Delayed: the Before School Program is closed
- If School Is Dismissed Early: the After School Program is closed – parents will be responsible for coordinating pick-up arrangements with the WJCC School staff
- When school-related after school activities are cancelled, REC Connect may still operate on normal schedule. In case of adjusted hours of operation parents would be notified by phone.
- If School Is Closed: the Before/After School Program is closed
- If School Is Out of Session (i.e. during Summer Camp, Winter or Spring Break): Parks and Recreation staff will make a decision on program operation as soon as possible.
- Parents should call the REC Connect Information/Inclement Weather Hotline at 259-3170 for program operation hour updates. If already at program, parents must pick-up child within one hour of notification by JCC Parks and Recreation staff.

general program policies and parent responsibilities

credit policy due to weather and school emergency closings

- If there is no program due to inclement weather/emergencies (snow, ice, tornado, hurricane, power outages, etc.) then a credit, not a refund, will be issued for missed days that the participant was scheduled to attend for the week.
- A credit will be applied to household accounts within two weeks of the missed time. Parents are still responsible for weekly payments during this time, regardless of the expected household credit.

credit policy due to injury, illness or family emergency

(for Before and After School, Winter and Spring Break, and Summer Camp Programs)

- A credit, not a refund, will be issued if there is a change of payment status or no services were rendered due to injury, illness or family emergency.
- The Before and After School is a flat fee rate program – a credit will only be issued if a child misses the full week.
- Neither refunds nor credits will be given for missed days due to suspension or temporary removal from the program.
- A Credit/Refund form must be filled out within seven days of missed time (hand-stamped or postmarked).
- Credit/Refund forms are available at payment locations and online at jamescitycountyva.gov/recreation. Completed forms can be turned in at any of the payment locations, faxed to 259-5420 or mailed to:
JCC Parks and Recreation
Attention: Refund Office
5300 Palmer Lane, Suite 1A
Williamsburg, VA 23188-2674
- Credits and/or refunds will be assessed a ten percent processing fee. A refund will be given for relocation over 35 miles from the James City County Recreation Center.

weather/emergency updates

School/program closings or delays will be announced on radio station WTAR (AM/790) and on television stations WTKR (3), WAVY (10), WVEC (13) and the local school channel (47). You can also call the School Closing Hotline at 757-603-6483 or the REC Connect Information/Inclement Weather Hotline at 259-3170.

program policies and parent responsibilities

- **Medication Policy** – An “authorization to give medication” form must be completed by the parent/legal guardian of a child who requires medication while in the program. The parent/legal guardian must state the type of medicine, the amount and the specified times it is to be given. Medicines must be in their original containers and give specific instructions. If medication is to continue for more than ten (10) days, a letter from the physician is required. Medication Authorization Forms are only valid for six months from the date they were authorized and are available online at jamescitycountyva.gov/recreation.
- **Services for Special Needs** – Participants with special needs will be referred to our Inclusion Coordinator to ensure successful participation in the program. Parents should allow staff at least three weeks before the program start date to make reasonable accommodations.
- **Contact Information Changes** – It is the responsibility of the parent/legal guardian to keep proper registration information and current phone numbers in their child’s permanent records. Services may be withheld if this information is not provided or updated when changes occur.
- **Schedule Changes** – If a parent wishes to change the days their child attends a program from what they originally registered, they should notify the site supervisor. If that child is registered for a particular day, does not show and staff have not been notified of the absence, it is the responsibility of site staff to call the parents/guardians to inform them of the situation.
- **Limitations on Attendance** – Limitations may be placed on a child’s attendance and/or immediate (within one hour) pick-up may be required if the following conditions exist:
 - a. Child’s temperature is 100 degrees or more
 - b. Child has a contagious or serious illness (examples include, but are not limited to Chickenpox, E Coli, Streptococcal Disease, Hepatitis, Influenza, Lyme Disease, Measles, Meningitis, MRSA, Mumps, Salmonella, Tuberculosis, etc.)
 - c. Child has uncontrollable, aggressive or unresponsive behavior(s).
- **Mandated Reporting** – James City County Parks and Recreation staff is responsible for reporting all suspected abuse or neglect to Social Services.

- **Snack/M Meal Policy** – Snack menus are posted at each site for the week/month. One snack is provided at each site during the after school and half day programs. Two snacks are provided during full day and summer camp programs. No snacks are provided for before school programs. Parents are encouraged to notify the site supervisor of any known food allergies of their child. All snacks meet the nutritional needs of children as established by the U.S. Department of Agriculture and snack portions are appropriate for the age of the child (additional servings may be permitted as supplies last). Children are encouraged, but not forced, to try new foods.

Children are responsible for bringing their own lunch on full days and during summer camps. Microwaveable and/or refrigerated meals are not permitted. Parents are encouraged to provide a healthy lunch.

Because Parks and Recreation does not supply food for special diets for religious or medical reasons, parents are required to provide such food for their child and documentation identifying the reason for the special diet. Food must be brought in airtight containers or the original containers. Leftovers will be discarded.

Staff members are not responsible for feeding children that are able to do so themselves. Children in the elementary programs are not permitted to use vending machines during program hours. Children are encouraged to choose healthy options when purchasing food on trips.

- **Clothing Policy** – Children should dress appropriately for the weather and scheduled activities of the day. Shorts must reach mid-thigh; shirts must cover midriff; no spaghetti straps or halter tops allowed. Staff members possess the authority to call parents to request a change of clothes if deemed inappropriate. Athletic shoes are required daily. REC Connect Summer Camp participants must wear the provided camp T-shirt on all field trips; certain other field trips may also require a bathing suit and towel or other special requirements. The weekly camp schedule will reflect any special information about field trips.
- **Weather/Heat Advisory** – When temperatures approach 100 degrees, or there is an existing heat advisory, parents are encouraged to send water with their children and dress them in lightweight/light colored clothing and/or hats. Staff will monitor weather reports and make adjustments to outdoor site activities/trips, as appropriate. Staff may increase breaks, adjust outdoor play time, rotate in/out of shaded areas, move activities inside, and/or reschedule activities to another day. Parents will be given as much notice as possible if any changes to scheduled trips are made. If trips cannot be rescheduled, staff may adjust the scheduled time of the trip to minimize exposure to heat, implement steps listed above as well as carry water coolers and/or spray misters to cool children off.

- **‘Free Play’ Toy Policy** – Toys brought from home are considered ‘free-play’ toys. Free play toys will only be permitted one day a week during camper’s choice time and specified field trips. Please see the site supervisor and “parent wall” at each site for more details.
- **Personal Belongings** – Participants’ personal belongings will be stored in individual storage baskets at the site. Parks and Recreation is not responsible for any damaged, lost or stolen items. Participants are strongly encouraged to leave items of value at home.
- **Personal Phone Calls** – Children may not receive calls, call out, or text message on personal phones during program hours. In emergency situations the site phone will be used to contact parents. We encourage parents to use the site telephone to contact children or staff (see Site Phone Numbers on page 1).
- **Movie/Video Policy** – The program will occasionally show movies or videos at their sites. Each site location is currently licensed through Movie Licensing, USA to show videos in our program. Schedules of upcoming movies will be posted at each site. Parents/guardians may opt their child out of a particular movie showing by notifying the site supervisor in advance.
- **Open Invitation for Visitation** – Parents/guardians are welcome at the sites at any time to observe and participate. If a parent has a special talent or craft they would like to share, they are encouraged to let the site supervisor know about their interest.
- **Parent Involvement** – Parent sign in and out areas are located at each site and provide program information, publications and special notes for parents to stay up-to-date on site activities. Signs and literature include important announcements and should be reviewed regularly. Parents have the right to request and view our latest reviews. Parents may occasionally be asked to donate time or items for projects, parties or special events.
- **Communication** – Ongoing communication between parents, staff and children is key for providing quality care to program participants. We ask that parents make themselves available to site staff on a regular basis to address any concerns or for updates on their child’s progress. We encourage parents to provide regular feedback to site staff as well.
- **Program Evaluation** – To enable continuous improvement, parents are strongly encouraged to complete program evaluations offered at the end of each of the Before and After School and Summer Camp program. Comment cards are also available year-round at payment locations and online.
- **Withdrawal Policy** – If a parent/guardian decides to remove their child from our program, they must immediately notify the administrative office at 259-5351 (at least two weeks in advance of removal).

behavior management policy

parks and recreation code of conduct

- Show respect to all participants, staff and officials.
- Refrain from causing harm (bodily or verbal) to others.
- Refrain from using foul language.
- Show respect of all property including equipment, supplies and facilities.

behavior management policy for participants*

JCC Parks and Recreation reserves the right to call parents/guardians to pick up their child if their child is having trouble cooperating with others, is unable to participate in group exercises, or is threatening their own safety or the safety of others. If selected techniques of our Behavior Management Policy do not correct the child's behavior, then the child may be temporarily or permanently removed from the program with less than 24 hours notice.

Each child's participation in the program depends upon his or her behavior. To ensure all children have the ability to enjoy and benefit from our programs, we require parents/guardian to:

- review this handbook's basic rules regarding safety and conduct
- ensure both parent and child are aware of and understand the rules
- be aware that parents may be contacted by phone, in writing or through parent/staff conferences if a child continues to display poor behavior
- understand that behavior management techniques and consequences may be progressive

The Department uses a tiered system of consequences for inappropriate behavior based on the severity of the violation and the age of the participant. A detailed list of violations and associated consequences is on pages 11-16. Participants who are suspended for seven days or more will be "suspended" from all Department programs and facilities during the suspension.

Any participant, or guardian of that participant (if under the age of 18), may request a review of a disciplinary consequences at any time. If given a mandatory expulsion, the participant, or guardian of that participant (if under age 18), may request a review of their disciplinary consequence beginning one year from the expulsion date.

Forms of Behavior Management Used

- **Redirection:** providing an alternative activity
- **Time-out:** temporarily separating a child from an environment where inappropriate behavior occurred. (If a child does not respond positively to separation, they may be restricted from participation in specific activities.)

- **Alternative Behavior Management Techniques:** such as restricted privileges, writing or drawing assignments, leadership opportunities, etc.
- **Written Discipline Reports and/or Suspension:** reports will be completed for severe or repeated infractions of program rules and consequences given based on the behavior management grid. Immediate termination may occur if staff feels that they cannot maintain the safety and welfare of the child and/or other children in the program.

rules translated in kids' terms (posted at each site)

- 1 Safety first. Ask permission before leaving any area.
- 2 Keep all body parts (hands, feet and teeth) to yourself.
- 3 Respect others and their property. Friendly words only.
- 4 1-2-3: Stop, sit and listen. Follow instructions.
- 5 Eat only at snack and lunch times.
- 6 Walk always.
- 7 Use your inside voices.
- 8 Counselors are not to be climbed upon.
- 9 You mess it up, you clean it up.
- 10 HAVE FUN! Participation is the key.

participants with special needs

Behaviors associated with a disability do not exclude youth with special needs from the behavior management process. We will do our best to work closely with parents of youth with challenging behaviors to be proactive and preventative; however, we expect parents' full cooperation when incidents do occur to ensure the safety of all youth in the program. Without cooperation, our ability to make accommodations is limited. In the case of youth with very challenging and/or aggressive behaviors, hours of participation may be modified for full day, half day and summer programs.

behavior guidelines for parents

- Participants and parents are requested to address staff respectfully and courteously at all times.
- Horseplay, fighting, bullying, or rough behavior, of any kind, is not allowed.
- Use of profanity or obscene gestures is not tolerated.
- Parents are not permitted to address or reprimand another child on our premises or while in our care. Please address staff with any concerns.
- Smoking and possession of alcoholic beverages or illegal drugs are not permitted on the premises.
- Dangerous toys or weapons such as knives, firearms, bows and arrows, slingshots, sharp objects, etc. are not permitted.

category 1 behavior consequences

youth | ages 3-15 | category 1

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Disruptive Behavior <ul style="list-style-type: none"> horseplay use of profanity and vulgarity refusal to follow policies refusal to follow adult authority attempted abuse of equipment running from area/leaving area without permission 	<ul style="list-style-type: none"> up to 10 days suspension parent notification behavior modification and/or restricted use 	<ul style="list-style-type: none"> up to 30 days suspension parent notification and meeting behavior modification and/or restricted use 	<ul style="list-style-type: none"> up to 90 days suspension parent notification and meeting behavior modification and/or restricted use 	<ul style="list-style-type: none"> mandatory expulsion parent notification and meeting review after one year
Dress <ul style="list-style-type: none"> wearing clothes considered inappropriate by staff display of gang-related or inappropriate symbols/sayings not covering necessary body parts 	<ul style="list-style-type: none"> change clothes or leave property parent notification 	<ul style="list-style-type: none"> up to 5 days suspension leave property parent notification 	<ul style="list-style-type: none"> up to 90 days suspension leave property parent notification 	<ul style="list-style-type: none"> up to 6 months suspension leave property parent notification
Failure to pay for program or services (parent or legal guardian)	<ul style="list-style-type: none"> make payment or no acceptance parent notification 	<ul style="list-style-type: none"> up to 5 days suspension no acceptance parent notification 	<ul style="list-style-type: none"> up to 10 days suspension no acceptance suspension of services parent notification 	<ul style="list-style-type: none"> up to 30 days suspension no acceptance suspension of services parent notification

adult | ages 16+ | category 1

■ denotes under the age of 18 or legal age for action

Violation	1st Offense	2nd Offense	3rd Offense	4rd Offense
Disruptive Behavior <ul style="list-style-type: none"> horseplay use of profanity and vulgarity refusal to follow policies refusal to follow adult authority attempted abuse of equipment 	<ul style="list-style-type: none"> up to 10 days suspension leave property ■ parent notification 	<ul style="list-style-type: none"> up to 30 days suspension ■ parent notification 	<ul style="list-style-type: none"> up to 12 months suspension ■ parent notification 	N/A
Dress Considered Inappropriate by Staff <ul style="list-style-type: none"> display of gang-related or inappropriate symbols/sayings not covering necessary body parts 	<ul style="list-style-type: none"> change clothes leave property 	<ul style="list-style-type: none"> up to 10 days suspension leave property 	<ul style="list-style-type: none"> up to 6 months suspension leave property 	<ul style="list-style-type: none"> up to 12 months suspension leave property
Tobacco Use or Possession	<ul style="list-style-type: none"> verbal warning leave property possible suspension ■ police notification ■ parent notification 	<ul style="list-style-type: none"> leave property up to 30 days suspension ■ police notification ■ parent notification 	<ul style="list-style-type: none"> leave property up to 3 months suspension ■ police notification ■ parent notification 	N/A
Failure to pay for program or services	<ul style="list-style-type: none"> make payment or leave property ■ parent notification 	<ul style="list-style-type: none"> up to 6 months suspension leave property ■ parent notification 	<ul style="list-style-type: none"> leave property up to 3 months suspension ■ parent notification 	N/A

category 2 behavior consequences

youth | ages 3-15 | category 2

Violation	1st Offense	2nd Offense	3rd Offense	4th Offense
Verbal Threat (to cause harm or damage against any individual)	<ul style="list-style-type: none"> ● up to 30 days suspension ● parent notification ● behavior modification and/or restricted use 	<ul style="list-style-type: none"> ● up to 90 days suspension ● parent notification and meeting ● behavior modification and/or restricted use 	<ul style="list-style-type: none"> ● up to 12 months suspension ● parent notification and meeting ● behavior modification and/or restricted use 	<ul style="list-style-type: none"> ● mandatory expulsion ● parent notification and meeting ● review after one year
Falsifying Information <ul style="list-style-type: none"> ● deception ● forgery ● use of someone else's identity 	<ul style="list-style-type: none"> ● up to 30 days suspension ● parent notification ● behavior modification and/or restricted use 	<ul style="list-style-type: none"> ● up to 90 days suspension ● parent notification and meeting ● behavior modification and/or restricted use 	<ul style="list-style-type: none"> ● up to 6 months suspension ● parent notification and meeting ● behavior modification and/or restricted use 	<ul style="list-style-type: none"> ● mandatory expulsion ● parent notification and meeting ● review after one year
Breach of Security (sharing of confidential information and building access codes/cards)	<ul style="list-style-type: none"> ● up to 5 days suspension ● parent notification ● behavior modification and/or restricted use 	<ul style="list-style-type: none"> ● up to 30 days suspension ● parent notification and meeting ● behavior modification and/or restricted use 	<ul style="list-style-type: none"> ● up to 6 months suspension ● parent notification and meeting ● behavior modification and/or restricted use 	<ul style="list-style-type: none"> ● mandatory expulsion ● parent notification and meeting
Harassment, Hate Crimes/Verbal	<ul style="list-style-type: none"> ● up to 30 days suspension ● parent notification ● behavior modification and/or restricted use 	<ul style="list-style-type: none"> ● up to 90 days suspension ● parent notification and meeting ● behavior modification and/or restricted use 	<ul style="list-style-type: none"> ● up to 6 months suspension ● parent notification and meeting ● behavior modification and/or restricted use 	<ul style="list-style-type: none"> ● mandatory expulsion ● parent notification and meeting ● review after one year
Vandalism or Property Destruction	<ul style="list-style-type: none"> ● up to 30 days suspension ● parent notification ● behavior modification and/or restricted use 	<ul style="list-style-type: none"> ● up to 90 days suspension ● parent notification and meeting ● behavior modification and/or restricted use ● restitution 	<ul style="list-style-type: none"> ● up to 6 months suspension ● parent notification and meeting ● behavior modification and/or restricted use ● restitution 	<ul style="list-style-type: none"> ● mandatory expulsion ● parent notification and meeting ● review after one year
Trespassing (coming onto property/entering facilities without payment)	<ul style="list-style-type: none"> ● make payment or no acceptance ● parent notification 	<ul style="list-style-type: none"> ● up to 3 months suspension ● no acceptance ● suspension from services ● parent notification 	<ul style="list-style-type: none"> ● up to 6 months suspension ● no acceptance ● suspension of services ● parent notification 	<ul style="list-style-type: none"> ● up to 12 months suspension ● no acceptance ● suspension of services ● parent notification

youth (ages 3-15) category 2 continued on next page

category 2 behavior consequences

Tobacco Use or Possession

- up to 5 days suspension
- parent notification
- behavior modification

- up to 30 days suspension
- parent notification and meeting
- behavior modification and/or restricted use

- up to 6 months suspension
- parent notification and meeting
- behavior modification and/or restricted use

- mandatory expulsion
- parent notification and meeting
- review after one year

Temporarily Suspended from School

- suspension for same period
- parent notification

- suspension for same period
- parent notification

- suspension for same period
- parent notification

- suspension for same period
- parent notification

Temporarily Suspended from Another Recreation Program for Longer than 7 Days

- suspension for same period
- parent notification

- suspension for same period
- parent notification

- suspension for same period
- parent notification

- suspension for same period
- parent notification

category 2 behavior consequences

adult | ages 16+ | category 2

■ denotes under the age of 18 or legal age for action

Violation	1st Offense	2nd Offense	3rd Offense
Verbal Threat (to cause harm or damage against any individual)	<ul style="list-style-type: none"> ● up to 6 months suspension ● police notification ■ parent notification 	<ul style="list-style-type: none"> ● mandatory expulsion ● police notification ■ parent notification ● review after one year 	N/A
Falsifying Information <ul style="list-style-type: none"> ● deception ● forgery ● use of someone else's identity 	<ul style="list-style-type: none"> ● up to 3 months suspension ● police notification ■ parent notification 	<ul style="list-style-type: none"> ● up to 6 months suspension ● police notification ■ parent notification 	<ul style="list-style-type: none"> ● up to 1 year suspension or mandatory expulsion ● police notification ■ parent notification ● review after one year
Breach of Security (sharing of confidential information and building access codes/cards)	<ul style="list-style-type: none"> ● up to 3 months suspension ● police notification ■ parent notification 	<ul style="list-style-type: none"> ● up to 6 months suspension ● police notification ■ parent notification 	<ul style="list-style-type: none"> ● up to 12 months suspension or mandatory expulsion ● police notification ■ parent notification ● review after one year
Harassment, Hate Crimes/Verbal	<ul style="list-style-type: none"> ● up to 90 days suspension ■ parent notification 	<ul style="list-style-type: none"> ● mandatory expulsion ■ parent notification ● review after one year 	N/A
Vandalism or Property Destruction	<ul style="list-style-type: none"> ● 1 year suspension ● police notification ■ parent notification 	<ul style="list-style-type: none"> ● mandatory expulsion ● police notification ■ parent notification ● review after one year 	N/A
Alcohol Use, Possession or Under the Influence	<ul style="list-style-type: none"> ● up to 30 days suspension ● police notification ■ parent notification 	<ul style="list-style-type: none"> ● up to 90 days suspension ● police notification ■ parent notification 	<ul style="list-style-type: none"> ● up to 1 year suspension or mandatory expulsion ● police notification ■ parent notification ● review after one year
Controlled Substance/Drug Paraphernalia Possession or Under the Influence	<ul style="list-style-type: none"> ● up to 1 year suspension ● police notification ■ parent notification 	<ul style="list-style-type: none"> ● mandatory expulsion ● police notification ■ parent notification ● review after one year 	N/A
Trespassing (coming onto property/entering facilities without payment)	<ul style="list-style-type: none"> ● make payment or no acceptance ■ parent notification 	<ul style="list-style-type: none"> ● up to 6 months suspension ● no acceptance ● suspension from services ■ parent notification 	<ul style="list-style-type: none"> ● up to 12 months suspension ● no acceptance ● suspension of services ■ parent notification
Fire Alarm Activation	<ul style="list-style-type: none"> ● 1 year suspension ■ parent notification 	<ul style="list-style-type: none"> ● mandatory expulsion ■ parent notification ● review after one year 	N/A

category 3 behavior consequences

youth | ages 3-15 | category 3

Violation	1st Offense	2nd Offense	3rd Offense
Theft	<ul style="list-style-type: none"> up to 90 days suspension parent notification/meeting behavior modification/restricted use 	<ul style="list-style-type: none"> up to 12 months suspension parent notification/meeting behavior modification/restricted use 	<ul style="list-style-type: none"> mandatory expulsion parent notification review after one year
Physical Altercation <ul style="list-style-type: none"> unwanted physical contact fighting throwing a punch throwing someone to the floor inappropriate touching 	<ul style="list-style-type: none"> up to 90 days suspension parent notification/meeting behavior modification/restricted use 	<ul style="list-style-type: none"> up to 6 months suspension parent notification/meeting behavior modification/restricted use 	<ul style="list-style-type: none"> mandatory expulsion parent notification review after one year
Assault/Battery (against any staff member)	<ul style="list-style-type: none"> up to 12 months suspension parent notification/meeting police notification behavior modification/restricted use 	<ul style="list-style-type: none"> mandatory expulsion police notification parent notification review after one year 	N/A
Robbery/Extortion (person to person contact)	<ul style="list-style-type: none"> up to 6 months suspension parent notification/meeting police notification behavior modification/restricted use 	<ul style="list-style-type: none"> mandatory expulsion police notification parent notification review after one year 	N/A
Possession or Under the Influence <ul style="list-style-type: none"> alcohol controlled substance sales of controlled substance drug paraphernalia 	<ul style="list-style-type: none"> up to 6 months suspension parent notification/meeting police notification behavior modification/restricted use 	<ul style="list-style-type: none"> mandatory expulsion police notification parent notification/meeting review after one year 	N/A
Fire Alarm Activation/ False 911 Calls	<ul style="list-style-type: none"> up to 6 months suspension parent notification/meeting police notification behavior modification/restricted use 	<ul style="list-style-type: none"> mandatory expulsion police notification parent notification review after one year 	N/A
Harassment, Sexual	<ul style="list-style-type: none"> up to 3 months suspension parent notification/meeting police notification behavior modification/restricted use 	<ul style="list-style-type: none"> mandatory expulsion police notification parent notification review after one year 	N/A
Dangerous Weapons Possess, sell, brandish, or furnish a knife, explosive or dangerous object	<ul style="list-style-type: none"> up to 6 months suspension parent notification/meeting police notification behavior modification/restricted use 	<ul style="list-style-type: none"> mandatory expulsion police notification parent notification review after one year 	N/A
Dangerous Weapons Possess, sell or furnish a firearm	<ul style="list-style-type: none"> mandatory expulsion parent notification police notification review after one year 	N/A	N/A
Trespassing (coming onto property within a suspension period)	<ul style="list-style-type: none"> added 12-month suspension police notification parent notification 	<ul style="list-style-type: none"> mandatory expulsion police notification parent notification review after one year 	N/A
Expelled from School	<ul style="list-style-type: none"> mandatory expulsion parent notification 	N/A	N/A

category 3 behavior consequences

adult | ages 16+ | category 3

■ denotes under the age of 18 or legal age for action

Violation	1st Offense	2nd Offense
Theft	<ul style="list-style-type: none"> ● 1 year suspension ● police notification ■ parent notification 	<ul style="list-style-type: none"> ● mandatory expulsion ● police notification ■ parent notification
Physical Altercation <ul style="list-style-type: none"> ● unwanted physical contact ● fighting ● throwing a punch ● throwing someone to the floor ● inappropriate touching 	<ul style="list-style-type: none"> ● 1 year suspension ● police notification ■ parent notification 	<ul style="list-style-type: none"> ● mandatory expulsion ● police notification ■ parent notification ● review after one year
Harassment, Sexual	<ul style="list-style-type: none"> ● up to 60 days suspension ● police notification ■ parent notification 	<ul style="list-style-type: none"> ● mandatory expulsion ● police notification ■ parent notification
Assault/Battery <ul style="list-style-type: none"> ● against any staff member ● sexual 	<ul style="list-style-type: none"> ● mandatory expulsion ● police notification ■ parent notification 	N/A
Robbery/Extortion	<ul style="list-style-type: none"> ● 1 year suspension ● police notification ■ parent notification 	<ul style="list-style-type: none"> ● mandatory expulsion ● police notification ■ parent notification
Controlled Substance (sale of)	<ul style="list-style-type: none"> ● mandatory expulsion ● police notification ■ parent notification 	N/A
Dangerous Weapons (without a permit) <ul style="list-style-type: none"> ● possess, sell, brandish or furnish a firearm or explosive, knife or a dangerous object 	<ul style="list-style-type: none"> ● mandatory expulsion ● police notification ■ parent notification 	N/A
Trespassing (coming onto property within a suspension period)	<ul style="list-style-type: none"> ● added 12-month suspension ● police notification ■ parent notification 	<ul style="list-style-type: none"> ● mandatory expulsion ● police notification ■ parent notification ● review after one year

2015 REC connect camp I elementary school schedule

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

field trip

Week A, June 15-19, Jamestown Settlement (Williamsburg)

Week B, June 22-26, Mariners Museum (Newport News)

Week C, June 29-July 3, Richmond Zoo (Richmond)

JULY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Week C (continued)

Week D, July 6-10, Rebounders (Newport News)

Week E, July 13-17, Holly Fork Farm (Barhamsville)

Week F, July 20-24, Flying Squirrels Baseball (Richmond)

Week G, July 27-31, Great Wolf Lodge (Williamsburg)

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Week H, Aug. 3-7, Environmental Education (Williamsburg)

Week I, Aug. 10-14, VA Aquarium (VA Beach)

Week J, Aug. 17-21, Movie Tavern (Williamsburg)

Week K, Aug. 24-28, Pirates Cove (Williamsburg)

Field Trip Day Changes

Week C: J.B. Blayton, Thurs, July 2

Week F: All elementary camp sites, Wed, July 22

Week G: Matoaka, Tues, July 28

Week H: Matoaka and Matthew Whaley, Tues, Aug. 4

Week H: Norge, Fri, Aug. 7

Week I: Matthew Whaley, Thurs, Aug. 13

Week K: J.B. Blayton, Thurs, Aug. 27

Week C: Holiday
(no program on July 3)

summer camp weekly fees

Payment due Tuesday at 9 p.m. (or online until 11:59 p.m.) for the next week. A \$25 late fee will be charged for late payment.

- **Full Time** (4 or 5 days): \$110/week; \$105 for JC/W residents (field trips included)
- **Part Time** (3 days or less): \$90/week; \$85 JC/W residents (field trips included)
- **Multiple child discount for full time registrants only:** \$10 discount per child after initial registrant: \$100/week; \$95 for JC/W residents
- **Late Payment Voucher Card:** \$135; \$130 for JC/W residents (valid for late payment week only). After 10 a.m. on Fridays, a late payment voucher card must be purchased to attend the following week.

Please check weekly site activity calendars for updated information/changes to schedule.

rawls byrd

MondayPhysical Education Program

MondayCharacter Counts

TuesdayField Trip Day*

*Week F – changes to Wed, July 22

ThursdayReading Program

ThursdaySwim Day

FridayMobile Library Services

Wed, July 15: Environmental Ed. Boat Trip

Thurs, July 30 and Wed, Aug. 12 ■

J. blaine blayton

MondaySwim Day

MondayMobile Library Services

MondayCharacter Counts

TuesdayPhysical Education Program

WednesdayReading Program

FridayField Trip Day*

*Week C – changes to Thurs, July 2

*Week F – changes to Wed, July 22

*Week K – change to Thurs, Aug. 27

Thurs, June 25: Environmental Ed. Boat Trip

Thurs, July 30 (JCCL); Wed, Aug. 12 (WL) ■

matoaka

MondayPhysical Education Program

MondayCharacter Counts

TuesdayReading Program

WednesdaySwim Day*

*Week F – changes to Tues, July 21

ThursdayField Trip Day*

*Week F – changes to Wed, July 22

*Week G – changes to Tues, July 28

*Week H – changes to Tues, Aug. 4

FridayMobile Library Services

Tues, July 7: Environmental Ed. Boat Trip

Thurs, July 30 and Wed, Aug. 12 ■

matthew whaley

MondayCharacter Counts

TuesdaySwim Day*

*Week H – changes to Mon, Aug. 3

TuesdayReading Program

ThursdayPhysical Education Program

WednesdayField Trip Day*

*Week H – changes to Tues, Aug. 4

*Week I – changes to Thurs, Aug. 13

FridayMobile Library Services

Thurs, July 9: Environmental Ed. Boat Trip

Thurs, July 30 and Wed, Aug. 12 ■

norge

MondayField Trip Day*

*Week F – changes to Wed, July 22

*Week H – changes to Fri, Aug. 7

TuesdayCharacter Counts

WednesdayReading Program

ThursdayMobile Library Services

ThursdayPhysical Education Program

FridaySwim Day*

*Week C – changes to Tues, June 30

*Week H – changes to Mon, Aug. 3

Tues, July 14: Environmental Ed. Boat Trip

Thurs, July 30 and Wed, Aug. 12 ■

2015 REC connect camp II middle school schedule

JUNE

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

field trip

Week A, June 15-19, AMF Bowling (Williamsburg)
 Week B, June 22-26, Outdoor Adventures at Little Creek Reservoir Park (Williamsburg)
 Week C, June 29-July 3, Lazer Tag (Williamsburg)

JULY


S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Week C (continued)
 Week D, July 6-10, Holly Forks Farm (Barhamsville)
 Week E, July 13-17, Paint on Pottery (Williamsburg)
 Week F, July 20-24, Flying Squirrels Baseball (Richmond)
 Week G, July 27-July 31, Great Wolf Lodge (Williamsburg)

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Week H, Aug. 3-7, Spirit of Norfolk (Norfolk)
 Week I, Aug. 10-14, Environmental Education (Williamsburg)
 Week J, Aug. 17-21, Roller Dome (Richmond)
 Week K, Aug. 24-28, Disc Golf New Quarter Park (Williamsburg)

 Week C: Holiday (no program on July 3)

 FIELD TRIP DAY CHANGES:

Week B: Thurs, June 25
 Week C: Tues, June 30
 Week F: Wed, July 22
 Week H: Thurs, Aug. 6
 Week K: Thurs, Aug. 27

summer camp weekly fees

Payment is due Tuesday at 9 p.m. (or online until 11:59 p.m.) for the following week. A \$25 late fee will be charged for late payment.

- **Full Time** (4 or 5 days): \$110/week; \$105 for JC/W residents (field trips included)
- **Part Time** (3 days or less): \$90/week; \$85 JC/W residents (field trips included)
- **Multiple child discount for full time registrants only:** \$10 discount per child after initial registrant: \$100/week; \$95 for JC/W residents
- **Late Payment Voucher Card:** \$135; \$130 for JC/W residents (valid for late payment week only). After 10 a.m. on Fridays, a late payment voucher card must be purchased to attend the following week.

lois s. hornsby

Monday Mobile Library Services
 Monday Reading Program
 Monday Character Counts
 Wednesday Swim Day*
 *Week F – Thurs, July 23
 Thursday Physical Education Program
 Friday Field Trip Day*
 *Week B – Thurs, June 25
 *Week C – Tues, June 30
 *Week F – Wed, July 22
 *Week H – Thurs, Aug. 6
 *Week K – Thurs, Aug. 27

Tues, June 23: JCC Library Tour
 Mon, June 29: Environmental Ed. Boat Trip
 Mon, July 20: Williamsburg Library Dominoes Presentation
 Mon, July 27: Williamsburg Library Tour
 Wed, Aug. 12: Theatre Performance at Williamsburg Library

2015-16 before/after elementary school calendar

SEPTEMBER 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

A
B (no program Sept. 7)
C
D
E

OCTOBER 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

E (continued)
F
G
H
I (half day Oct. 30)

NOVEMBER 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

J (full day Nov. 3)
K
L (half days Nov. 18-20)
M (half day Nov. 25)
N (no program Nov. 26-27)

DECEMBER 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

N (continued)
O
P
(no program Dec. 24-25)
Winter Break Program
(separate program registration:
Dec. 21-23, 28-31)

JANUARY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(no program Jan. 1)
AA
BB
CC (no program Jan. 18)
DD (half day Jan. 27,
full days Jan. 28-29)

FEBRUARY 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

EE
FF
(no program Feb. 15) GG
HH
II

MARCH 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(continued) II
JJ
(half day March 18) KK
LL
MM

APRIL 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

(full day April 1) (continued) MM
Spring Break Program
(separate program registration: April 4-8)
NN
OO
PP

MAY 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

QQ
RR
SS
TT
(no program May 30) UU

JUNE 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

(continued) UU
VV
WW

- Holiday (no program)
- Full Program Day
- Half Program Day

Weekly fees

Payment is due Tuesday at 9 p.m. (or online until 11:59 p.m.) for the following week. A \$25 late fee will be charged for late payment. After 10 a.m. on Fridays, a 10-visit punch card must be purchased to attend the following week of Before and After School.

- **Before School**\$40; \$35 for JC/W residents
- **After School**.....\$50; \$45 for JC/W residents
- **Before & After School**\$65; \$60 for JC/W residents
- **10-Visit Coupon Punch Card (non-refundable if lost or stolen)** \$125; \$120 for JC/W residents (one punch per Before or After School visit).

2015-16 after school middle school calendar

SEPTEMBER 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

A
B (no program Sept. 7)
C
D
E

OCTOBER 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

E (continued)
F
G
H (half day Oct. 23)
I (half day Oct. 30)

NOVEMBER 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

J (full day Nov. 3)
K
L
M (half day Nov. 25)
(no program Nov. 26-27)
N

DECEMBER 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

N (continued)
O
P
(no program Dec. 24-25)
Winter Break Program
(separate program registration:
Dec. 21-23, 28-31)

JANUARY 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(no program Jan. 1)
AA
BB
CC (no program Jan. 18)
DD (half days Jan. 26-27,
full days Jan. 28-29)

FEBRUARY 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

EE
FF
(no program Feb. 15) GG
HH
II

MARCH 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

(continued) II
(half day March 11) JJ
(half day March 18) KK
LL
MM

APRIL 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

(full day April 1) (continued) MM
Spring Break Program
(separate program registration: April 4-8)
NN

OO
PP

MAY 2016




S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(no program May 30) UU

JUNE 2016

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

(continued) UU
VV
(half days June 16-17) WW

-  Holiday (no program)
-  Full Program Day
-  Half Program Day

Weekly fees

Payment is due Tuesday at 9 p.m. (or online until 11:59 p.m.) for the following week. A \$25 late fee will be charged for late payment.

- **After School**.....\$50; \$45 for JC/W residents

- **10-Visit Coupon Punch Card** (non-refundable if lost or stolen) \$110; \$105 for JC/W residents. After 10 a.m. on Fridays, a 10-visit punch card must be purchased to attend the following week of Before and After School.

Please recycle in June 2016.

